

DOA/OTS Records Management Procedure

Disposal of Public Records

This procedure outlines the process flow for the disposal of DOA/OTS public records in accordance with the approved OTS Records Retention Schedule. The Record Owner is responsible for the Steps highlighted in yellow.

Step 1: Identify Disposal Records –

Record Owner (by default, the Section Head for the area responsible for the records' creation/acquisition and maintenance) identifies records to be disposed of.

Step 2: Verify No Legal Holds –

Record Owner verifies no legal holds on records to be disposed of.

Step 3: Notify Records Officer –

Record Owner (or designee) notifies Records Officer of intent to dispose of records.

Step 4: Prepare “Request for Authority to Dispose of Records – Internal” –

Record Owner (or designee) prepares OTS “Request for Authority to Dispose of Records – Internal”.

Step 5: Approve “Request for Authority to Dispose of Records – Internal” –

Section Head (Director) approves/signs OTS “Request for Authority to Dispose of Records – Internal”.

Step 6: Route “Request for Authority to Dispose of Records – Internal” –

Route section approved OTS “Request for Authority to Dispose of Records – Internal” to Records Officer.

Step 7: Approve “Request for Authority to Dispose of Records – Internal” –

Records Officer obtains CIO approval for the disposal request.

Step 8: Prepare & Submit “Request for Authority to Dispose of Records – SSARC 930” –

Records Officer prepares and submits “Request for Authority to Dispose of Records – SSARC 930” to State Archives.

Step 9: Receive State Archives Approval –

State Archives returns approved “Request for Authority to Dispose of Records – SSARC 930” to Records Officer.

Step 10: Notify & Provide “Certificate of Destruction – SSARC 933” –

Records Officer notifies Record Owner of approval and provides partially completed “Certificate of Destruction – SSARC 933” to Record Owner.

Step 11: Dispose of Records –

Record Owner (or designee) disposes of records using an approved method (e.g. shredding or incineration) and completes the “Certificate of Destruction – SSARC 933” form by indicating the method of disposal and by dating and signing the form.

Step 12: Return “Certificate of Destruction – SSARC 933” –

Record Owner (or designee) returns completed “Certificate of Destruction – SSARC 933” to Records Officer.

Step 13: Retain Documentation –

Records Officer retains all documentation for permanent reference.